

OAA FY15 African Community Grant Pre-Bidders Orientation Meeting

Office On African Affairs
Executive Office of the Mayor
Government of the District of Columbia



OUTLINE

- **The Office on African Affairs**
 - History and Mission
 - Program Areas
- **FY2015 African Community Grant**
 - Funding priority areas
 - Eligibility
 - Grant disbursement
 - Application review and awards
 - Submission guidelines & format
 - Proposal components
 - Proposal attachments & appendices
 - Scoring criteria
 - Application checklist

History

The DC Mayor's Office on African Affairs (OAA) was established on **March 23, 2006** by the District Council when it passed D.C. Act 16-313



Mission

OAA aims to:

- Improve the **quality of life** of the District's diverse African born constituencies and their children;
- Increase **civic and public engagement** in the District's African immigrant communities; and
- Support **community development** among African-born immigrants



CAPACITY BUILDING:

OAA works to support local entrepreneurs, small businesses, community based organizations and faith-based organizations. OAA's capacity building program provides a platform for continued engagement, exchange, and linkage to resources both within and beyond District government agencies; provides targeted organizational development and consulting, and organizes and facilitates workshops, trainings and seminars to support institution development and sustainability

MULTICULTURAL AWARENESS & DEVELOPMENT:

OAA recognizes and respects the diversity of the District's African residents. It works to promote awareness and encourage an appreciation of the rich multiculturalism present within the District's African community. OAA organizes and facilitates cultural events, dialogues, and discussions that explore the identity of African peoples, showcases the value of multiculturalism and supports community building

OAA's (6) Program Areas



OUTREACH AND EDUCATION:

OAA's outreach and education program ensures that District's African communities remain informed on District government services and programs; and promotes greater civic and public participation of the African communities in District government affairs. OAA organizes, facilitates and participates in a wide range of educational outreach programs designed to ensure that community members are aware of, and gain access to District services, initiatives and resources

YOUTH ENGAGEMENT:

OAA is committed to strengthening African youth voice and youth partnership by encouraging civic engagement and participation, by promoting leadership, and by creating a platform for youth to express their unique experiences, issues and challenges as District residents

OAA's (6) Program Areas



CONSTITUENT SERVICES:

OAA serves as a principle liaison for the District's African community and the Mayor as well as the District government agencies. District residents with concerns, issues or needs for emergency services can come to OAA for culturally and linguistically targeted consultation and referral. OAA addresses constituent inquiries and requests related to District government programs and services through interagency coordination

AFRICAN COMMUNITY GRANT PROGRAM:

The African Community Grant is intended to fund community-based organizations whose programs provide culturally and linguistically targeted services and resources to the District's African residents and businesses. These programs should reflect the Mayor's top priority areas, and the documented needs and priorities of the District's African constituency.

OAA's (6) Program Areas



FY15 African Community Grant

Grant

- OAA granted budget-making authority in April 2013
- \$100,000 available for community-based organizations
- Funding intended for programs that provide culturally and linguistically targeted services and resources to the District's African residents and businesses.

Funding Areas

- Jobs, Workforce, or Economic Development
- Linkages to Health and Human Services
- Youth Engagement and Education
- Promotion of Arts, Culture, and the Humanities

Eligible Organizations

- Be a community- or faith-based organization with **501(c)(3) status in-hand**
- Organization or program that serves the District's **African residents** or **business owners**
- Organization or program is located in the **District of Columbia**
- Preference will be given to organizations that **fulfill all three** criteria.

Eligible Organizations: Preferences

- Applicants who **demonstrate organizational capacity to deliver effective programs** that can make a measurable difference in addressing community needs
- Partnerships or **coalitions of diverse African-serving** community organizations coming together to implement joint programming
- **Organizations with cultural and linguistic competency** i.e. a proven reach into multiple cultural and linguistic minority groups within the District's African community and the ability to effectively engage, bring together and work with diverse segments of the District's African community.

Grant Disbursement

- OAA may award up to 8 grants
- Award sizes range from \$5,000 to \$25,000 per eligible organization
- Grant will be awarded for 9 months starting December 2014 and ending September 30, 2015
- Program must be conducted and evaluated during this period
- Funding for this award is contingent on continued funding from the grantor
- The RFA does not commit OAA to make an award

Application Review & Awards

- OAA will convene a **diverse review panel to evaluate** applications and **submit recommendations** of all eligible applicants
- Review panel consist of **neutral** and **qualified** individuals selected for their knowledge of the District's African community, their **experiences** in grant-making and **program development**, and their **familiarity** with funding priority areas set forth in this RFA
- The panel members will **review** and **score** applicant proposals and **submit recommendations** for awards
- Awards are expected to be announced in **December 2014**

QUESTIONS?

Submission Guidelines

- All applications are to be submitted electronically via email.
- **Submit your entire application** (narrative AND all attachments) in electronic **PDF format and email the complete package to oaa@dc.gov**
- Subject title: **‘FY 15 African Community Grant Application – [your organization’s full name]’**
- Attachments sent in other forms or through other emails **will not be accepted**

Submission Guidelines (cont'd.)

- Please label each attachment and section of your submission according to the Application Checklist included in the RFA.
- Please ensure that your attachment is readable and in the correct order listed in the Application Checklist.
- Unreadable and/or disorganized scans **will affect your application**
- Application **due October 14, 2014 at 5PM**

Proposal Format

- Application **limited to 20 double-spaced, single-sided** pages (without including attachments)
- Font size of **12** in either **New Times Roman or Courier font**
- Double-spaced
- 1-inch margin on each side of the page.
- Consecutively numbered pages

Proposal Order

- Proposal Summary (1-2 pgs.)
- Program Narrative (10-20 pgs.)
- Certifications, Assurances, Applicant Profile (Attachments A, B, and C)
- Budget Request, Narrative and Justification (Attachment D)
- Staffing Plan (Attachment E)
- Work Plan (Attachment F)
- Appendices

Proposal Summary (1-2pgs.)

- **Introduction:** Name of your organization and description of project. Qualification of project staff, brief description of evaluative methodology, and a timetable can also be included.
- **Organization description:** Focused on the ability of your organization to meet the stated need.
- **Statement of need:** Convincing argument that there is an important need that can be met by your project. Could include a description of the target population and geographic area, statistical data, and concrete examples.
- **The methodology:** should be a clear, logical, and achievable solution to the stated need. Emphasize why your organization (as opposed to any other) would be better positioned to tackle the problem or fulfill the stated need.
- **Other funding sources:** Briefly mention other funding sources being approached for support.

Proposal Narrative (10-20 pgs.)

- **Proposed program:**
 - Detailed **description** of proposed program
 - Clearly stated **goals** and detailed **objectives**
 - **Statement of Need**
 - **Identify funding area** and the **request amount**; describe how the project will address funding priority areas specified in the African Community Grant.
 - Collaboration description (if applicable)
 - Detailed discussion of **expected outcomes and impact**
 - **Implementation plan**

Proposal Narrative (cont'd.)

- **Goals:**
 - State the intended result **in broad terms** that lead to measurable results
 - Describe the **behavior or condition expected to change**
 - **Address outcomes** but not how outcome will be achieved
 - Should **lead clearly to one or more measurable results**

Proposal Narrative (cont'd.)

- **Objectives:**
 - Describe your activity
 - Define your desired result
 - Choose your evaluation measure (methods/instruments)
 - Define your standard of success
 - Describe your beneficiaries
- **Objectives Format:**
 - To <action verb and statement of results and measurement indicator>
 - by <degree of change> by <deadline>
 - Example: To increase by at least one grade level the reading skills of 75% of the children who complete the Reading Enrichment Program.

Proposal Narrative (cont'd.)

- **Statement of Need:**
 - Clearly explain the nature and extent of the problem/need to be addressed
 - Connect the need to the purposes and goals of your organization.
 - Identify current gaps in services or programs
 - Include quantitative and qualitative documentation and supporting information.
 - Describe benefits to be gained.
 - Make a compelling case.

Proposal Narrative (cont'd.)

- **Target population served:** Who will the program serve?
- EXAMPLE Through this program, XXXXXXXX **will serve** low-income and underserved XXXXXXXX youth, K-12, in the District of Columbia.
- **Organizational capability:** cultural competency; diversity of staff; unique position to implement program and track record of organization; how will program be documented and monitored.

QUESTIONS?

Attachments

- Attachments A:
Certifications
- Attachments B:
Assurances
- Attachment C: Applicant
Profiles
- Attachment D:
 - (1) Budget Summary
 - (2) Budget
Description Narrative
- Attachment E:
Staffing Plan
- Attachment F: Work
Plan
- Attachment G:
Performance Plan

Attachment A: Certifications

Attachment A-Certifications

GOVERNMENT OF THE DISTRICT OF COLUMBIA

OFFICE OF THE CHIEF FINANCIAL OFFICER

Certification Regarding

Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement)," and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.
- In any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-III, "Disclosure of Lobbying Activities," in accordance with its instructions;
- The undersigned shall require that the language of this certification be included in the award

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(3) Making a good faith efforts to continue to maintain a drug-free workplace through implementation of paragraphs (a), (1), (c), (d), (e), and (f).

B. The applicant may insert in the space provided below the sites for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Drug-Free Workplace

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for grantees as defined at 28 CFR Part 67; Section 67.615 and 67.620-

- As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Mayor's Office on Asian and Pacific Islander Affairs, 441 4th Street, NW, 721 North, Washington, DC 20001.

As duly authorized representative of the application, I hereby certify that the applicant will comply with the above certifications.

- Grantee Name and Address: [Redacted] American [Redacted]
[Redacted] D.C. After School's Memories Program
- Application Number and Program Name
- Grantee IRS/Nonprofit Number

[Redacted] Director of Office on African Affairs
of Authorized Representative

[Redacted]

5. Signature

6. Date

Attachment B: Assurances

Attachment B- Assurances

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted program.

Also, the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 P.L. 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law, which limit certain political activities of employees of State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.).
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.

8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not limited on the Environmental Protection Agency's (EPA), list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial Assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.). By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 808.3) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to prevent or mitigate adverse effects upon such properties.
11. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18. Administrative Review Procedures; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
12. It will comply, and all its contractors will comply, with Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Title II, Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); ADA

Attachment B: Assurances (cont'd.)

Accessibility Guidelines for Buildings and Facilities, Title IX of the Education Amendments of 1972 and the Age Discrimination Act of 1975.

13. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.
14. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
15. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348), dated October 19, 1982, (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.
16. It will comply with the Privacy Rule as modified (45 CFR Sections 160 and 164) as applicable and the corresponding implementing regulations.
17. It will comply with the District of Columbia Language Access Act of 2004, DC Law 15-494/D.C. de § 2-1931 et seq.)

Signature

Date=

Attachment C: Applicant Profiles

| Attachment C - Applicant Profile | |
|--|---|
| FY2013 Mayor's Office on Asian and Pacific Islander Affairs AAPI Community Grant | |
| Applicant Profile | |
| Organization's name: <u>Asa-Teen Outreach Center</u> | |
| Address: <u>1119-0004, Hampshire Ave., NW, Washington, DC 20009</u> | |
| Website: <u>www.aalead.org</u> | |
| Contact information: | |
| Authorizing Officer | |
| Name and Title: <u>Ms. Ngozi Nnemi, Executive Director</u> Telephone: <u>(202) 727-5634</u> | |
| Email: <u>asa@dc.gov</u> | |
| Project Director | |
| Name and Title: | Name and Title: |
| <u>Ms. Heran Seroka-Brhan, Deputy</u> | <u>Manager of Accounting & Administration</u> |
| Director | Telephone: |
| Telephone: <u>(202) 727-5634</u> | Email: <u></u> |
| Email: <u>heran.seroka-brhan@dc.gov</u> | |
| Name/Description of Proposed Program: | |
| <u>Asa-Teen School & Mentoring Programs provide a range of supports and services for our youth. The DC Elementary School Program serves elementary youth in Washington, DC, Monday through Friday, through daily academic support, enrichment activities and opportunities for leadership and community service. The Mentoring Program matches youth, K-12, with a committed mentor from the local professional community.</u> | |
| Funding Amount Requested: \$50,000 | |
| Total Project Budget: \$337,511 | |
| As duly authorized representative of the application, I hereby certify that, if awarded, the applicant will comply with all conditions set forth by the Mayor's Office | |
| Signature of Authorized Official | <u>7/31/12</u> Date |

Attachment D: Budget

- **Two** budget forms are **provided in the RFA**.
 - Budget Summary (figures)
 - Budget Description Narrative (explanation)
- Requires detailed itemized cost information that shows
 - **Personnel:** salary or hourly rate, percentage of time paid
 - **Direct costs:** consultants, training, fringe benefits and;
 - **Indirect costs:** printing and copying; communication; operating expenses; equipment.
- Up to 15% of the funds can be used for indirect costs such as administrative costs: legal, accounting, liability insurance, audits, etc.
- Program funds can **NOT** be used:, for expenses that occurred prior to the grant award, food, lobbying, or to replace funds for other grant sources.

Attachment D: Budget (cont'd.)

Attachment D - Budget

BUDGET SUMMARY

| Personnel | Salary/Hourly Rate | % of Time | Total |
|-----------------------------------|-----------------------------------|-----------|-----------|
| Executive Director | \$ 90,000 | 10% | \$ 9,000 |
| Mentoring Program Coordinator | \$ 35,000 | 35% | \$ 12,250 |
| Elementary School Program Manager | \$ 50,000 | 25% | \$ 12,500 |
| Parent Outreach Coordinator | \$16 per hour, 30 hours per month | 50% | \$ 2,880 |
| Subtotal | | | \$ 36,630 |
| Fringe Benefits | 23% of FT salaries | | \$ 7,763 |
| Personnel Total | | | \$ 44,393 |

| Non Personnel | Unit Costs | # of Units | Total |
|------------------------------------|-----------------|------------|-----------|
| Other Expenses - Indirect Expenses | 11.25% of grant | | \$ 5,607 |
| Non Personnel Total | | | \$ 5,607 |
| Program Total | | | \$ 50,000 |

Attachment D - Budget

BUDGET NARRATIVE

| | |
|-----------------|---|
| Personnel | Program Coordinator & Manager will facilitate and implement the DC Mentoring Program and DC Elementary School Program. Parent Outreach Coordinator will facilitate all parent contact. Executive Director will oversee programming. |
| Fringe Benefits | Approximately 23% of salary which includes health insurance, workers comp, and long/short-term disability. |
| Other Expenses | Indirect costs for 11.25% of grant amount, including all general and administrative costs. |

Attachment E: Staffing Plan

- **Form provided** in application
- List of staff assigned or to be hired for the program, their positions, the percent (%) of time on the program.
- If you will be hiring for the position, the date that the hiring will occur, the job description
- If a collaboration, the appropriate corresponding staff should be noted here.

Attachment F: Work Plan

- List program objectives and related activities; timeline for implementation and completion; responsible staff
- Use **Attachment F** or another format

Elementary School Program

| Description of Task/Activity | Responsible Person and/or Organization | Start Date | Completion Date |
|---|--|------------|-----------------|
| Identify and enroll at least 75 students to the Elementary School Program | Elementary School Program Manager | Oct 2013 | Sept 2014 |
| Conduct pre-survey for students for Program Evaluation purposes | Elementary School Program Manager | Oct 2013 | Nov 2013 |
| Conduct at least one academic enrichment workshop per week | Elementary School Program Manager | Oct 2013 | Sept 2014 |
| Conduct at least one cultural enrichment workshop per week | Elementary School Program Manager | Oct 2013 | Sept 2014 |
| Organize at least 10 hours of community service activities per semester | Elementary School Program Manager | Oct 2013 | Sept 2014 |
| Coordinate one DC Holiday Activity to showcase AALEAD students and programs | Elementary School Program Manager | Dec 2013 | Dec 2013 |
| Record student attendance in ETO | Elementary School Program Manager | Oct 2013 | Sept 2014 |
| Conduct post-survey for students for Program Evaluation | Elementary School | | |

Attachment G: Performance Plan

- **Attachment G:** Performance Plan (S.M.A.R.T. measures)
 - **Specific:** **What** will the goal accomplish? **How** and **why** will it be accomplished?
 - **Measurable:** Goal should be measurable so that you have tangible evidence of accomplishing it.
 - **Achievable:** Goals should push you slightly to feel challenged but be defined enough so that you can achieve them. You must possess the appropriate knowledge, skills, and abilities to achieve the goal.
 - **Results-focused:** Goals should measure outcomes, not activities.
 - **Time-bound:** Goals should be linked to a timeframe that creates a sense of urgency. Without such tension, goal is unlikely to produce relevant outcome.
- Using Attachment G, list the expected measures of your program with specific targets by quarter.
- In a narrative format, please indicate how the measurement will be evaluated.

Attachment G: Performance Plan (contd.)

Attachment G - Performance Plan

| measures | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter | Comments |
|---|-------------|-------------|-------------|-------------|---|
| 75 students enrolled in the Elementary School Program | 70 | | | 75 | collects intake forms from each enrolled student. |
| 20 workshops on academic enrichment topics | 5 | 10 | 15 | 20 | Academic enrichment workshops will be held throughout the year during enrichment time after school. |
| 20 workshops on cultural enrichment topics | 5 | 10 | 15 | 20 | Cultural enrichment workshops will be held throughout the year during enrichment time after school. |
| 80 SSL hours provided across all programs | 20 | 40 | 60 | 80 | provides a range of SSL/community service opportunities after school and on weekends. |
| 25 mentor-mentee matches enrolled by end of year in DC | 10 | 15 | 20 | 25 | recruits, screens, and trains mentors and matches with youth with similar interests. |
| 12 Mentoring Events (including Mentor Trainings) | 3 | 6 | 9 | 12 | holds a variety of events for mentors including trainings and fun activities for pairs. |
| Meaningful contact (i.e. conversation or attendance at a meeting) with 30 parents | 5 | 10 | 20 | 30 | The Parent Outreach Coordinator tracks substantive interactions with parents throughout the year. |
| Outreach to 100 potential mentors, mentees, or volunteers in the Greater DC area | 25 | 50 | 75 | 100 | participates in events throughout the region to recruit volunteers. |

QUESTIONS?

Appendices

1. Job Descriptions
2. Staff Resumes
3. Organizational chart
4. Current Board list with names, affiliation, and contact information
5. Copy of current organizational budget
6. Balance Sheet (if applicable)
7. Audited financial statements - most recent 990 or cash flow statements for 2012 and year-to-date (if applicable)
8. Copy of current IRS tax-exempt determination letter
9. Memorandum of Agreement/Understanding, if applicable.
Do **NOT** send general letters of support
10. Collaborative Partner Materials (if relevant)

Sample Tax Certificate

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER AND A MICROPRINT LINE

★★★
GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF TAX AND REVENUE

CERTIFICATE OF EXEMPTION
ISSUED PURSUANT TO DISTRICT OF COLUMBIA SALES AND USE TAX ACTS

THIS CERTIFIES THAT

FR-555 (REV. 04/02)

WASHINGTON, DC 20009

EFFECTIVE DATE: 11-27-98
EXPIRATION DATE: N/A

| DATE ISSUED | CERTIFICATE NUMBER |
|-------------|--------------------|
| 01-03-12 | |

THIS CERTIFICATE IS NONTRANSFERABLE

Is entitled to exemption from the District of Columbia Sales and Use Tax under the authority of the District of Columbia Sales and Use Tax Acts.

STEPHEN M. CORDI
DEPUTY CHIEF FINANCIAL OFFICER

THIS CERTIFICATE MUST BE POSTED IN A CONSPICUOUS PLACE
REMOVE DOCUMENT ALONG THIS PERFORATION

YOUR EXEMPTION FROM *DC SALES AND USE TAX* IS EFFECTIVE ON THE DATE OF ISSUANCE. IN ACCORDANCE WITH *DC CODE 47-2005* AND *TITLE 9 DCMR 445*, SALES TO ORGANIZATIONS RECOGNIZED AS TAX EXEMPT BY THE DISTRICT OF COLUMBIA FOR DC SALES AND USE TAX PURPOSES, ARE ALLOWED TO USE COMPANY CHECKS OR CREDIT CARDS TO PAY FOR SERVICES. THE CREDIT CARD MUST BE BILLED DIRECTLY TO THE TAX-EXEMPT ENTITY.

A COPY OF THE EXEMPT ORGANIZATION'S CERTIFICATE OF EXEMPTION MUST ACCOMPANY THE PRESENTATION OF THE CREDIT CARD OR COMPANY CHECK AND THE NAMES AND ADDRESSES (COMPANY CHECK) ON EACH ITEM MUST MATCH.

PURCHASES MADE AND PAID TO A VENDOR BY EMPLOYEES USING CASH, PERSONAL CHECK OR PERSONAL CREDIT CARDS ARE CONSIDERED TAXABLE TRANSACTIONS BETWEEN THE EMPLOYEE AND THE VENDOR AND ARE SUBJECT TO DC SALES TAX.

See Reverse Side For Easy Opening Instructions



GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF TAX AND REVENUE
941 NORTH CAPITOL STREET NE
WASHINGTON DC 20002

Sample Basic Business License

GOVERNMENT
OF THE
DISTRICT OF COLUMBIA
Vincent C. Gray, Mayor

Department of Consumer and Regulatory Affairs
Business License Division
1100 4th Street S.W.
Washington DC 20024

Date Issued: 11/6/2012
Category: 4002
License#: [REDACTED]
License Period: 9/1/2011 - 8/31/2013

BASIC BUSINESS LICENSE

Billing Name and Address:
[REDACTED]
WASHINGTON, DC 20044

Premise/Application's Name and Address:
[REDACTED]

Registered Agent's Name and Address:
[REDACTED]

Owner's Name
Corp. Name [REDACTED]
Trade Name [REDACTED]

| | | | | | |
|-----------------------|-----------------|----------------|---------|--------|----------|
| CofO/HOP#: [REDACTED] | SSL: [REDACTED] | Zone: DC/C-2-B | Ward: 2 | ANC:2B | PERM NO. |
| UNITS: 0 | | | | | |

General Business - Charitable Solicitation

-- THE LAW REQUIRES THIS LICENSE TO BE POSTED IN A CONSPICUOUS PLACE ON THE PREMISES --

Nicholas A. Majett
Director:
Nicholas A. Majett

*License Effective from the later of Issued or Start of License-Period Date

Scoring Criteria

- Criterion A: **Soundness of the Proposal** (20 points)
- Criterion B: **Program Goals, Objectives and Services** (15 points)
- Criterion C: **Program Evaluation** (15 points)
- Criterion D: **Organizational Capability and Relevant Experience** (35 points)
- Criterion E: **Sound Fiscal Management and Budget** (15 points)

Application Checklist

Proposal Narrative:

- Proposal Summary
- Program/Project Narrative
 - Collaboration description
 - Program goals and objectives
 - Organizational capabilities
 - Fundraising plan

Other required application materials:

- Certifications (Attachment A)
- Assurances (Attachment B)
- Agency Profile (Attachment C)
- Budget (Attachment D)
- Staffing Plan (Attachment E)
- Work Plan (Attachment F)
- Performance Plan (Attachment G)

Appendices:

- Job descriptions
- Staff resumes
- Organizational chart
- Current Board list with names, affiliation and contact information
- Copy of current organizational budget
- Balance sheet (if applicable)
- Audited financial statements most recent (if applicable)
- Copy of current IRS tax-exempt determination letter
- Memorandum of Agreement/Understanding, if applicable. Do **NOT** send general letters of support.
- Collaborative Partner Materials (if relevant)

QUESTIONS?

More Info?

CONTACT:

Deputy Director, Heran Sereke-Brhan

Reeves Center of Municipal Affairs
2000 14th Street, NW, Suite 400 N.
Washington, DC 20009

Phone: 202.724.7670

Email: heran.sereke-brhan@dc.gov

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